

Normandy Parish Council

Serving Our Community through working in Partnership

To the Members of the Human Resources Committee – Councillors Bob Hutton, Amy McLeod, Mark Gallagher, Pat Tugwell.

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL** that will be held on **THURSDAY 7 JULY 2022** at **7.30 pm** (or at the conclusion of the Planning Committee meeting if later) at **ROYAL BRITISH LEGION HALL** on **GUILDFORD ROAD, NORMANDY**.

The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded.

Amanda Pick

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Clerk to Normandy Parish Council

Publication date: 2 July 2022

AGENDA

HR-01 ELECTION OF CHAIRMAN

To elect the Chairman of the HR Committee for the 2022/23 civic year.

HR-02 ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the HR Committee for the 2022/23 civic year.

HR-03 APOLOGIES

To receive and accept apologies for absence

HR-04 DECLARATIONS OF INTEREST

To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda

HR-05 MINUTES OF PREVIOUS MEETINGS

To receive and adopt the minutes of the HR Committee meeting held on 25 November 2021

HR-06 QUESTIONS FROM THE PUBLIC

Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.

HR-07 EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

HR-08 STAFFING MATTERS

- a) To agree job description for Assistant Parish Clerk
- b) To agree job description for Communications Assistant
- c) To consider the vacancy of the Litter Picker

HR-09 COUNCILLOR VACANCY

To decide next steps for filling the councillor vacancy

HR-09 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.